

Grant Agreement Number and Acronym:



**Lifelong
Learning
Programme**

NA LOGO

Lifelong Learning Programme 2007-2013

Leonardo da Vinci

TRANSFER OF INNOVATION

Model: ASSESSMENT FORM FOR INTERIM REPORT

Content Assessment (for independent expert)

Agreement number: 2011-1-IS1-LEO05-01263		Agreement period: 01-10-2011-30-09-2013	
Year: 2011	Country: Iceland	Project duration (months): 24	
Title: Mentoring in the workplace for VET			
Beneficiary: Verkmenntaskólinn á Akureyri			
Name of Beneficiary's legal representative: Hjalti Jón Sveinsson			
Period covered by the report	From: 01-10-2011	To: 30-09-2012	
Grant Agreement amendments	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> If yes, how many:		



I. REPORT ASSESSMENT

Please provide an assessment and detailed comments for each section (or sub-section) while referring to the corresponding sections of the Interim Report, Agreement Form and Agreement Amendments (where applicable)

Please choose "YES", "NO" or "N/A" (not applicable) as appropriate (**tick/cross the relevant box**)

1.	Work Programme (sections F and H of Interim Report)			
1.1.	Project Results	YES	NO	N/A
i)	Significant progress has been made towards the adaptation of the innovation which the project is transferring, in all 'agreed' target languages (as was foreseen in the proposal for the interim stage)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii)	Results are suitably aimed at target group(s)/sector(s), end-users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Comments (where there are changes to what was foreseen at this stage in the project, please explain these changes - please also note the consequences of these changes and list any action to be taken):</i> Some products are late but the project partners are honest and admit that this is due to their inexperience.			
iii)	Content of training products, materials and programmes (where appropriate) reflect current developments among the target group/sector or educational system where relevant	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<i>Comments (strengths, weaknesses & recommendations):</i> The training material planned is not yet ready and cannot be assessed.			
1.2.	Evaluation and testing	YES	NO	N/A
i)	Evaluation and testing activity has begun/taken place (where appropriate to project output/results) and sufficient information is provided on methods and results related to this activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii)	Relevant partners participate in evaluation and testing as planned	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Comments (strengths, weaknesses & recommendations):</i> It was a very good idea to get an external evaluation of the training of trainers in Nantes and the report by Ms. Zphániasdóttir is very thorough. I would suggest that a short summary of it should be placed in a visible location on the web with a link to the full report. It is no surprise that different languages proved to be one of the biggest problems!			

2.	DISSEMINATION AND EXPLOITATION OF RESULTS (section G of Interim Report) <i>[please complete each section individually commenting upon results already achieved]</i>			
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i)	Specify the media with which project results have been disseminated:	YES	NO	N/A
	Website	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	CD-ROM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Printed materials (booklets, manuals, analyses, studies, etc.; please specify below)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (e.g. video, phone, e-mail, meetings, etc.; please specify below in the comments section)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ii)	Dissemination activities have taken place as planned and have involved the appropriate partners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii)	Dissemination activities have taken place as planned and have addressed the appropriate wider target group(s)/sector(s), end-users	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv)	Are there indicators that target group(s)/sector(s), and/or authorities, authorised bodies or policy makers will take up the project results?		<input checked="" type="checkbox"/>	
	<i>Comments (media used, addressed target group(s)/sector(s), end-users; strengths, weaknesses & recommendations):</i> The organisation of the website is a bit illogical. Links to chapters at the bottom do not function and you have to use the left hand menu to find e.g. documents. It is also difficult to find parts in different languages (only English and Icelandic are visible on the front page). If the web is only for project partners, this should not matter but if it is for outside readers, I would suggest some modifications. The interim report is late due to difficulties with finding information.			
	<i>Description of the permission for use is provided</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.	TARGET GROUPS (section H of Interim Report)	YES	NO	N/A
i)	Have target group(s)/sector(s), end-users, educational structures, VET policy and decision makers been sufficiently involved?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii)	Are the target groups relevant and consistent with the application?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii)	Have all the figures, codes and descriptions been provided in section H.2?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Comments:</i> 			

4.	OVERVIEW OF PROJECT PROGRESS	
4.1.	<i>Past Activity – select <u>one</u> statement which relates most closely to the project</i>	
i)	Activities <u>were carried out as planned</u> and project outcomes (training products and/or results) <u>were achieved</u>	<input type="checkbox"/>
ii)	Activities <u>were carried out as planned</u> although project realisation has <u>not progressed as planned</u> (e.g. some products were not developed as foreseen; there are delays)	<input checked="" type="checkbox"/>
iii)	Activities <u>were not carried out as planned</u> although interim outcomes <u>were achieved</u>	<input type="checkbox"/>



iv)	Activities <u>were not carried out as planned</u> and interim outcomes <u>were not achieved</u>	<input type="checkbox"/>
	<i>Comments (strengths, weaknesses & recommendations):</i>	
4.2. Future Activity – select <u>one</u> statement which relates most closely to the project		
i)	Changes in future activities <u>are planned and will ensure progress</u> in the project	<input type="checkbox"/>
ii)	Changes in future activities <u>are planned</u> and these changes may have <u>negative impact</u> upon project progress	<input type="checkbox"/>
iii)	<u>No changes are planned</u> in future activities	x
	<i>Comments (strengths, weaknesses & recommendations):</i> The project will have to make up for the delays so it is obvious that they must work hard.	

5.	Content Assessment - Expert's Comments <i>Please provide an 'overall assessment' of the project as a whole, and justify the rating (conclusion):</i>
5.1.	<i>Strengths:</i> There is an obvious need for a project such as this and the partners involved are highly competent and relevant.
5.2.	<i>Weaknesses (to include any potential problems):</i> The project is a bit behind schedule but with hard work it should be possible to make up for the delay.
5.3.	<i>Immediate action necessary to complete the current assessment (the results of this action may change the initial rating applied to the current content assessment)</i>
5.4.	<i>Action to be taken with regard to the second project period and submission of the Final Report (to form the basis for any future monitoring and/or audit activity)</i>



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ASSESSMENT UNDERTAKEN BY (name)	FURTHER INFORMATION REQUESTED ON (date of request)	REQUEST MADE BY (fax, e-mail, mail)	STATUS OF REQUEST (received / pending)

Conclusion (select either GREEN, ORANGE or RED):	Green
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General Guidelines (Content):

When awarding the final conclusion (colour rating) pay attention to both positive 'YES' and negative 'NO' assessments and to the additional 'COMMENTS' sections. Note also that the choice of a GREEN, ORANGE or RED conclusion is not a direct mathematical summing up of positive and negative responses but should be based largely on the comments within different sections of the assessment and represent a global judgement on progress towards the final results, as contractually agreed.

*A **GREEN** conclusion should be applied where there is clear progress in the project as expected at the interim stage and where there might be the need to contact the beneficiary to clarify only one or two minor issues.*

*An **ORANGE** conclusion should be applied where there are signs of progress but where there are also issues or concerns which might need to be addressed through immediate contact with the beneficiary and/or additional monitoring.*

*A **RED** conclusion should be applied where there are huge delays and/or minimal levels of achievement at the interim stage and where there are serious concerns with regard to the future of the project.*

Expert's Declaration of Non-conflict of Interest and Declaration of Confidentiality
Interim Content Assessment

I (Name) Dóra Stefánsdóttir declare that I have no link with the project or any personal interest in its success or otherwise that could influence my impartiality. I will not disclose any information concerning this project or my assessment or any other matter relating to it outside the agreed assessment procedure¹.

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¹ does not apply to National Agency staff involved in the evaluation exercise.

